

UNITED STATES DEPARTMENT OF AGRICULTURE


Farm Service Agency
Washington, DC 20250

Notice AO-1199

For: State Offices, KCCO, KCMO, and APFO

STC and SED Conference

Approved by: Administrator



1 Overview

A

Background

A National Conference will be held September 20 through September 22, 1999.

Registration will be Sunday, September 19 from 5 p.m. to 7 p.m., and the conference will begin at 8:30 a.m. on September 20 and end at 12:00 noon on September 22.

The conference will be held at the Hyatt Regency Crystal City Hotel, 2799 Jefferson Davis Highway, Arlington, Virginia.

The conference is being held to discuss:

- agricultural issues
- farm program and farm loan programs
- budget and staffing
- Administrative Convergence
- Consent Decree activities
- STC leadership recommendations on the farm safety net
- ethic regulations and Hatch Act provisions.

B

Purpose

This notice invites STC members (including Advisors) and SED's to the conference.

Disposal Date

November 1, 1999

Distribution

State Offices, KCCO, KCMO, and APFO

8-20-99

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2 Activities

A Conference Activities

All sessions will have a guest or in-house speaker. This table lists activities that are in addition to the general sessions each day.

Note: There will be no admittance to any paid activity without a ticket.

Date	Time	Activity
September 19	5:00 to 7:00 p.m.	Registration
September 20	7:00 to 8:30 a.m.	Registration continued
	8:30 a.m.	Conference convenes
	12:00 to 1:30 p.m.	Luncheon* * Luncheon date subject to change based on availability of speaker Note: Spouses and guests are invited.
	5:00 p.m.	Conference adjourns
	5:30 to 7:30 p.m.	Special reception Note: Spouses and guests are invited.
September 21	8:30 a.m.	Conference convenes
	5:00 p.m.	Conference adjourns
September 22	8:30 a.m.	Conference convenes
	12:00 (Noon)	Conference adjourns

3 Hotel and Travel Authorization Information

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Hotel Information

Reservations must be made directly with the Hyatt Regency Crystal City Hotel at 703-418-1234 by August 30, 1999, or they will be subject to regular rates. Participants need to specify that they are with the USDA, FSA, STC/SED Conference to get the special \$126.22 tax inclusive rate. (This rate of \$126.22 includes the allowable \$115 for lodging and the tax which can be claimed under the miscellaneous item on your vouchers).

Reservations can be guaranteed by using credit cards or by sending a check in the amount of \$126.22 to the hotel for 1 nights tax inclusive room charge by August 30.

Persons with disabilities who require accommodations to attend or participate in this conference should notify the airlines and hotel directly.

B

Travel Authorization

Travel is authorized for expenses not to exceed \$157 a day for attendance at this conference (\$115 Lodging plus \$42 M&IE).

Travel for State participants, **excluding spouses and guests**, shall be charged to Washington-controlled State travel.

Rental cars are not authorized.

Make airline reservations as soon as possible to arrive at Ronald Reagan National Airport on Sunday, September 19.

Participants shall not schedule return flights before 1 p.m. on Wednesday, September 22.

Note: Participants should use the shuttle from Ronald Reagan National Airport to the hotel. The shuttle is complimentary and runs every hour on the half hour to the hotel or you may call 1-888-492-8812 to make a reservation for the shuttle.

C

Contact

Contact Janet Foster, MSD, at 202-720-0203 concerning:

- payments
 - cancellations
 - tickets
 - other accommodations.
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Notice AO-1199

4 Action

A

Conference Action

Conference attendees (STC members, including Advisors; SED's; and USDA employees) shall register according to this table.

Step	Action
1	<p>Each STC member (including advisors), SED, and any USDA employee who will be attending any portion of the conference/activities must complete the registration form (Exhibit 1).</p> <p>Note: The registration form will be available on the FSA-BBS. The file names are NATCONF.PDF and NATCONF.WPD.</p> <p>Information for spouses and guests who will be attending any or all conference activities must be provided in Part B of Exhibit 1.</p> <p>Note: The Social Security number and birth date for each individual who will be attending any portion of the conference/activities are required.</p>
2	<p>Make a check payable to the 1999 National Conference in the amount of \$65.00 for each STC member (including advisors), SED, spouse, guest, and any USDA employee attending all conference activities.</p> <p>Note: If not attending all conference activities, pay the itemized total computed in Part C of Exhibit 1.</p>
3	<p>Before the August 30 deadline, submit the check and registration form to USDA/FSA/MSD/RCS, Room 1406-S, Stop Code 0564, 1400 Independence Avenue, S.W., Washington, DC 20250-0564.</p>

B

MSD Action

MSD shall:

- maintain a record of all attendees, their payments, and activities
 - issue tickets. These tickets will be in the package provided to STC members (including Advisors), SED's, and USDA employees at registration on Sunday, September 19 and Monday, September 20 at the hotel.
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1999 National Conference Registration Form

REPRODUCE LOCALLY. Include form number and date on all reproductions.

U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency						
1999 NATIONAL CONFERENCE REGISTRATION						
PART A - REGISTRATION INFORMATION						
1. SOCIAL SECURITY NO.		2. PREFERRED PREFIX (Check) <input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> MS. <input type="checkbox"/> DR. <input type="checkbox"/> OTHER (Specify):				
3. DATE OF BIRTH		4. FIRST NAME (No initials or nicknames)		5. LAST NAME		6. SUFFIX (Jr., Sr., etc.)
7. TITLE				8. NAME OF ORGANIZATION		
9. OFFICE ADDRESS		Street		City		State Abbr. ZIP Code
10. HOME PHONE NO. AREA CODE ()				11. WORK PHONE NO. AREA CODE ()		
12. INDICATE THE HOTEL IN WHICH YOU WILL BE STAYING DURING THE CONFERENCE						13. ARRIVAL DATE
HOTEL NAME AND PHONE NO.		HOTEL ADDRESS LOCATION		OTHER (Specify):		14. DEPARTURE DATE
HYATT REGENCY CRYSTAL CITY (703) 448-1234		2799 JEFFERSON DAVIS HWY. ARLINGTON, VA 22202				
PART B - REGISTRANT'S GUEST(S) INFORMATION						
NAME OF GUEST(S)		SOCIAL SECURITY NO.			DATE OF BIRTH	
15.						
16.						
17.						
PART C - FEE INFORMATION						
(a) SESSION DESCRIPTION	(b) TICKET NO. (S) (MSD USE ONLY)	(c) NUMBER ATTENDING	(d) COST OF SESSION PER PERSON	(e) DATE AND TIME OF SESSION		(f) TOTAL FEE (Column (c) x (d))
18. Luncheon			\$ 30.00	09-20-99 12:00 noon		\$
19. Reception			\$ 35.00	09-20-99 5:30 pm. to 7:30 pm.		\$
20.			\$			\$
21.			\$			\$
*22. TOTAL AMOUNT DUE →						\$
*NOTE: A check will be the only acceptable form of payment. Make checks payable to: 1999 National Conference. SUBMIT YOUR CHECK AND THIS COMPLETED FORM TO USDA, FSA, MSD, RC, Room 1406-S, Stop Code 0564, 1400 Independence Avenue, S.W., Washington, DC 20250-0564.						
23. REGISTRANT SIGN HERE →						DATE
PART D - FOR 1999 CONFERENCE COMMITTEE USE ONLY						
24. CANCELLATION DATE			25. REFUND AMOUNT \$		26. PAID BY:	
PRIVACY ACT STATEMENT						
The following statements are made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The request for the social security number and date of birth of registrants and guest(s) is necessary in the event that a special White House tour or visit by the President or Vice President is arranged. This information is required for White House security. Failure to provide this information shall prevent you from participating in certain National Conference events.						